

**M e m o r a n d u m**

Date: January 8, 2010

To: Santa Maria Area

*MATT*

Attention: Lieutenant Commander M. L. Olson

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.13791.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Santa Maria Area was conducted on November 3, 2008. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on December 9, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 363 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm$  5 percent error rate provided a total stratified sample size of 55 items when rounded up to the next whole number (d).

*Safety, Service, and Security*

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
<b>ICU Decals</b>	167	46.01%	24.38	25
<b>Telecommunications</b>	116	31.96%	16.94	17
<b>Fleet</b>	15	4.13%	2.19	3
<b>Weapons</b>	65	17.91%	9.49	10
<b>Total</b>	363			55

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 51 of the 55 items were located. There were four items that had been transferred and were listed on CHP 266, Credit Memo – Equipment (see attachments). Furthermore, one item requires a correction to be made to the property record. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, eight of the eight items reconciled. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate this minor discrepancy in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by April 8, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

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The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

  
M. C. A. SANTIAGO, CIG  
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field  
Coastal Division  
Fiscal Management Section  
Office of Inspections, Audits Unit

# *Attachment A*

## ATTACHMENT A

[illegible]

# ***Attachment B***

**CALIFORNIA HIGHWAY PATROL**  
**2009 ICU PROPERTY RECORD INSPECTION REPORT**  
**Santa Maria - 750**

ATTACHMENT B

Asset #	Description	Serial #	Y	N	A	T	C	Other/Comments
<b>Property inspection list to equipment</b>								
1	PRINTER	USB012819	X					
2	PRINTER	Q13A53529		X		X		Item listed on CHP 266, dated 11/05/09.
3	RADAR VEHICLE	049508	X					
4	TIRE CHANGER	0503102333	X					
5	COMPUTER	2UA4450CTDB	X					
6	PRINTER	USDXS03353	X					
7	CAMERA, DIGITAL	<b>6736273</b>	X				X	Add serial number to records.
8	DVD PLAYER	170K1717	X					
9	COMPUTER	MXL7120BXR	X					
10	CAMERA	0520143998	X					
11	SCANNER	CN755T70T1	X					
12	VOICE RECORDER	100113679	X					
13	BREATH ANALYZER SYSTEM PAS DEVICE	90102744-82		X		X		Item listed on CHP 266, dated 10/29/09.
14	BREATH ANALYZER SYSTEM PAS DEVICE	90102811-82		X		X		Item listed on CHP 266, dated 10/29/09.
15	PAS DEVICES INTOX ALCOSENSOR IV	077433	X					
16	PAS DEVICES INTOX ALCOSENSOR IV	077432	X					
17	LAPTOP	0039354132	X					
18	LAPTOP	0039354093	X					
19	LAPTOP	0039354089	X					
20	LAPTOP	0039354094	X					
21	LAPTOP	0039354136	X					
22	VCR P0750D0007	36100959M		X		X		Item listed on CHP 266, dated 11/05/09.
23	SCALES ELECTRONIC P03208S	1283	X					
24	SCANNER 7400C #040D2001	TW12EA1405	X					
25	ALCOHOL SCREENING DEVICE/CASE P037047	18856	X					

LEGEND:  
(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

CALIFORNIA HIGHWAY PATROL  
2009 ICU PROPERTY RECORD INSPECTION REPORT  
Santa Maria - 750

ATTACHMENT B

Equipment to inventory list									
1	121871	PRINTER							
2	138816	DIGITAL COPIER	USB367744	X					
3	142128	FAX MACHINE	FDG3LR00187	X					
4	149331	COMPUTER	U61326H51653737	X					
5	149355	COMPUTER	MXL7120BXV	X					
6	153544	PAS DEVICES INTOX ALCOSENSOR IV	MXL7120BSM	X					
7	163109	SCANNER FLATBED	0077604	X					
			CN7ADT401B	X					

LEGEND:  
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# *Attachment C*

**CALIFORNIA HIGHWAY PATROL**  
**2009 TELECOMM PROPERTY RECORD INSPECTION REPORT**  
**Santa Maria - 750**

**ATTACHMENT C**

Asset #	Description	Vehicle/Misc.	Vehicle/Misc.	Serial #	Y	N	A	T	C	Other/Comments
<b>Property inspection list to equipment</b>										
1	F2427 Transfer Switch			21797	X					
2	F2428 Propane Tank			342927	X					
3	R41894 Mobile Radio	1248440		9540964	X					
4	R44273 Mobile Radio	1248619			X					
5	R44714 Mobile Repeater	1288994		7611311	X					
6	R44834 Mobile Repeater	1239673		7610270	X					
7	R57914 Control Head - Mobile				X					
8	R67785 Hand-Held Radio	11573		402AXA4105	X					
9	R67803 Hand-Held Radio	10121		402AXA4259	X					
10	R67864 Hand-Held Radio	09762		402AXA3975	X					
11	R70923 Battery Charger - Radio				X					
12	R71549 Analyzer/Conditioner - Radio				X					
13	R74478 Scanner	1270845		75002256	X					
14	R80438 Control Head - Mobile	1270850			X					
15	R84346 Control Head - Mobile	1239673			X					
16	R85659 Control Head - Mobile	1248619			X					
17	R98451 Telephone System				X					
<b>Equipment to inventory list</b>										
1	R70939 Battery Charger - Radio				X					

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# ***Attachment D***

**CALIFORNIA HIGHWAY PATROL  
2009 FLEET RECORD INSPECTION REPORT  
Santa Maria - 750**

**ATTACHMENT D**

Equipment ID		License number	Manufacturer	Model	Y	N	A	T	C	Other/Comments
<b>Property inspection list to equipment</b>										
1	1239629	1239629	Ford	Crown Victoria (Patrol)	X					
2	1239673	1239673	Ford	Crown Victoria (Patrol)	X					
3	1248619	1248619	Ford	Crown Victoria (Patrol)	X					

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# *Attachment E*

CALIFORNIA HIGHWAY PATROL  
2009 WEAPONS RECORD INSPECTION REPORT  
Santa Maria - 750


ATTACHMENT E

Officer ID#	Model	Last Name	First Name	Serial #	Y	N	A	T	C	Other/Comments
Property inspection list to equipment										
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
4	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
5	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
6	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
7	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
8	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
9	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
10	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					

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# *Supporting documentation*

☐ Return ☐ Repair ☒ Transfer  
☐ Loan, return by: \_\_\_\_\_

FROM: (COMMAND NAME)		LOCATION CODE	PREPARED BY	DATE	
Santa Maria		750	Gus Lopez	11/05/2009	
TO: (COMMAND NAME)		LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT		
Supply Services Section		076	1		
SHIPPED VIA		DRIVER'S SIGNATURE			
<input checked="" type="checkbox"/> SSU truck <input type="checkbox"/> Other (specify)					
EQUIPMENT					
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.					
CHP NUMBER (Incl. X, AF, SF, R #'s)	SERIAL NUMBER	UNIT	DESCRIPTION	CHECK IF DEFECTIVE	HQ USE ONLY STOCK SURVEY
122661	Q13A51082	I	Pentax Pocket Jet II		
122662	Q13A51081	I	Pentax Pocket Jet II		
122693	Q13A53521	I	Pentax Pocket Jet II		
122694	Q13A53522	I	Pentax Pocket Jet II		
122695	Q13A53523	I	Pentax Pocket Jet II		
122696	Q13A53524	I	Pentax Pocket Jet II		
122697	Q13A53525	I	Pentax Pocket Jet II		
122698	Q13A53526	I	Pentax Pocket Jet II		
122699	Q13A53527	I	Pentax Pocket Jet II		
122700	Q13A53528	I	Pentax Pocket Jet II		
122701	Q13A53529	I	Pentax Pocket Jet II		
122702	Q13A53530	I	Pentax Pocket Jet II		
x f)			1. 1 inch. k. 1.5 ter		
RECEIVED BY (SIGNATURE)		PRINTED NAME		DATE	AUTHORIZED BY



STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### CREDIT MEMO - EQUIPMENT

☐ Return   ☐ Repair   ☒ Transfer☐ Loan, return by:

FROM: (COMMAND NAME)

## Santa Maria

LOCATION CODE

750

PREPARED BY

Gus Lopez

DATE \_\_\_\_\_

10/29/2009

TO: (COMMAND NAME)

LOCATION CODE

755

NUMBER BOXES/PIECES IN THIS SHIPMENT	
--------------------------------------	--

## Buellton

DRIVER'S SIGNATURE

SHIPPED VIA

☐ SSU truck ☒ Other (specify): Hand delivered

MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

**CHP NUMBER**  
(Incl X, AF, SF, R #'s)

**SERIAL NUMBER**

UNIT

[illegible][illegible]

HQ USE ONLY	
STOCK	SURVEY

153473

90102968-82

1

**Lifeloc FC20**

153474

90102744-82

1

Lifeloc FC20

153475

90102772-82

1

## Lifeloc FC20

153476

90102811-82

**I**

## Lifeloc FC20

RECEIVED BY (SIGNATURE)

PRINTED NAME

DATE

AUTHORIZED BY	
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c266\_208 pdf

☐ Return ☐ Repair ☒ Transfer  
☐ Loan, return by: \_\_\_\_\_

c266\_208.pdf